

## **AGENDA**

### **COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION**

**February 24, 2004**  
**Aldermen Smith, Guinta,**  
**Osborne, Shea, Thibault**

**5:15 PM**  
**Aldermanic Chambers**  
**City Hall (3<sup>rd</sup> Floor)**

1. Chairman Smith calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from the Board of School Committee recommending the establishment of five (5) Expendable Trusts.  
**Gentlemen, what is your pleasure?**
4. Communication from Fire Chief Kane submitting a proposed Alarm Box ordinance amendment.  
**Gentlemen, what is your pleasure?**
5. Communication from Frank Thomas, Public Works Director, advising of a project budget shortfall of \$273,319 in FY '04 in line item #0228 (City Contributory Retirement System).  
**Gentlemen, what is your pleasure?**
6. Communication from Kevin Buckley, Internal Audit Manager, submitting an audit status update and other business.  
**Gentlemen, what is your pleasure?**
7. Communication from Guy Beloin, Financial Analyst II, submitting the City's Monthly Financial Statements for the seven months ended January 31, 2004.  
**Gentlemen, what is your pleasure?**

8. Communication from Guy Beloin, Financial Analyst II, submitting the City's Quarterly Financial Statements for the six months ended December 31, 2003.  
**Gentlemen, what is your pleasure?**
9. Communication from Sharon Wickens, Financial Analyst II, submitting reports as follows:
  - a) department legend;
  - b) open invoice report over 90 days by fund;
  - c) open invoice report all invoices for interdepartmental billings only;
  - d) open invoice report all invoices due from the School Dept. only;
  - e) listing of invoices submitted to City Solicitor for legal determination; and
  - f) accounts receivable summary.**Gentlemen, what is your pleasure?**
10. Communication from Sharon Wickens, Financial Analyst II, submitting the 2<sup>nd</sup> quarter FY2004 write-off list for the accounts receivable module.  
**Gentlemen, what is your pleasure?**

**TABLED ITEM**

**A motion is in order to remove the following item from the table for discussion.**

11. Communication from Guy Beloin, Financial Analyst II, submitting the City's unaudited overtime trend reports for the general fund's three largest departments.  
(Tabled 11/18/2003 pending further receipt of information from other major departments.)
12. If there is no further business, a motion is in order to adjourn.